



Position: PERSONAL ASSISTANT

Location: Los Angeles

Contract: Starts ASAP, Full-time/Permanent Position

Contact: maryanna@rachelelewis.com

RLT is looking for a Personal Assistant for one of our clients in Los Angeles (a major award-winning VFX facility). This is an excellent opportunity for the right individual.

In this role you would be supporting the CEO and up to 2 other executives. The perfect candidate will be organized, detail-oriented, and enthusiastic with mad administrative and organizational skills.

Starts ASAP and is full-time, permanent. Remote to start and then in-studio when it's safe to do so (TBD).

Essential Job Functions:

- Perform administrative tasks and managing the duties necessary to maintain an efficient and satisfactory day-to-day schedule for Senior Executives.
- Organize meetings and maintain calendars for multiple Senior Executives
- Take accurate and comprehensive notes at meetings
- Help with daily time management
- Run errands as requested
- Coordinate travel arrangements
- Handle requests/queries appropriately

Knowledge, Skills and Abilities Requirements:

- Minimum 3 years of previous administrative experience in a fast-paced environment
- Previous multi calendar management experience
- Knowledge of Microsoft Word, Microsoft Excel, and PowerPoint
- Excellent time management and organizational ability
- Exceptional attention to detail
- Strong communicator both written and verbal
- Friendly and professional demeanor

- Customer service and people skills
- The ability to multitask
- Must be a US citizen or Permanent Residence card (Green Card) holder.

If you're interested in talking about this opportunity, please email us and include your resume.

If you fit the criteria, the next step would be setting up a phone call where we can give you the full download after signing an NDA.

Thank you - <http://rachellelewis.com/>

Contact: maryanna@rachellelewis.com with resume (and reel) if interested.

RLT is an employer-paid talent acquisition company; there is never a fee to candidates